

Narrative Statement Supplemental Form  
**Administrative Clerk, FSN-06**

**Name:**

**Date:**

**INSTRUCTIONS:** Please use the right side column to explain in detail how you meet the qualification for this vacancy announcement. This information will be used to determine if you meet the required qualifications for this position.

<i><b>Qualification requirements</b></i>	<i><b>My qualifications and how they meet the vacancy announcement requirements.</b></i>
<b>Education:</b>	
Minimum two years of University studies is required.	
<b>Experience:</b>	
Minimum one year of administrative/secretarial experience is required.	
<b>Language Proficiency:</b>	
Level IV (fluency) in written and spoken English and Tajik languages is required. Level III (good working knowledge) in written and spoken Russian is required.	
<b>Skills and Abilities:</b>	
Must have ability to: work autonomously; maintain confidentiality; negotiate in the local language with vendors and service providers; establish contacts and foster on-going, long-term relationships; assist U.S. direct hire employees and their families to feel comfortable in unfamiliar surroundings; have a good working knowledge and experience with the Microsoft Office Suite and Adobe Acrobat to draft letters, memos, flyers, newsletters, and informational pamphlets.	
<b>Knowledge:</b>	
Must possess excellent interpersonal skills; know how to plan and coordinate special events; be thoroughly familiar with Dushanbe and surrounding cities and knowledgeable of current events. Needs to understand American and host culture and possess sensitivity to cross cultural issues. Requires an in-depth knowledge of Tajik history, attractions, and tourism industry, and be able to foster long-term relationships with key service providers, including local schools.	